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Bulletin

Title: Travel Training Schedule for Fiscal Year 2000

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Originating Office: Financial Management Division, Travel and Relocation
Services Branch, AFM-ARS

Distribution: All REE Employees

This bulletin announces the travel
training schedule for fiscal year 2000.

The Administrative and Financial Management (AFM), Financial Management Division (FMD), Travel and Relocation Services Branch (TRSB) has established a fiscal year 2000 training schedule.

This schedule provides advance training dates for travel policy, procedures, and the National Finance Center (NFC) Online travel system (TRVL). Training will be conducted by FMD/TRSB staff members. This schedule is published in the REE Issuances Section and on the FMD Home page of the ARS/AFM website (<http://www.afm.ars.usda.gov>).

Supervisors with new employees requiring travel training or in need of refresher training may have employees schedule training at one of the quarterly scheduled courses. Enrollment will be on a first come first serve basis. Course size (per course) will be limited to approximately 50 persons for the Travel Workshops (rules, regulations, and document preparation) and approximately 30 persons for the Online TRVL training. All Online TRVL training will be conducted at the George Washington Carver Center (GWCC), Beltsville, Maryland, due to training room availability and size.

Course enrollment should be accomplished through E-mail using either GroupWise or Internet. GroupWise users will send enrollment requests to a newly established GroupWise User address entitled "Training Travel". Training travel is also identified as "Ttraining" if accessing GroupWise by User ID. Internet users, not having access to GroupWise, may use "Ttraining@ARS.USDA.GOV" on the Internet. Enrollment in a particular training session will be confirmed by TRSB within 2 weeks of the initial request. If the course requested is full, you will be notified and automatically enrolled in the next available course. TRSB will contact all scheduled attendees 1 week prior to each training session and reaffirm their plans to attend. All enrollment requests and course confirmations will be accomplished electronically through E-mail or Internet. Please notify TRSB, as soon as possible, of cancellations or changes in course enrollment.

Course Summary:

TRVL-0-101 Two-day Travel Workshop. This course reviews rules and regulations along with the manual preparation of travel authorizations and travel vouchers. **Attendance is required both days.** This course is a prerequisite for Online TRVL training.

TRVL-0-102 Online Travel System Training. This training is offered for two audiences; current Online travel system users requiring refresher training and new employees with no previous exposure to the Online travel system.

TRVL-0-102A	One Half Day	Current employees that have been using the Online travel system and require refresher training.
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TRVL-O-102B

One Day

Offered to new employees and those employees just beginning to use the Online travel system. **New employees must complete TRVL-O-101, prior to Online training.**

Course Schedule:

TRVL-O-101 Two-day Travel Workshop

January 12 & 13, 2000 Beltsville Agricultural Research Center (BARC)
10300 Baltimore Ave., Bldg. 005, Room 21
Beltsville, Maryland
Time: 8:00 a.m. to 4:00 p.m.

February 16 & 17, 2000 1800 M Street, NW
3rd Floor, Waugh Auditorium
Washington, DC
Time: 8:00 a.m. to 4:00 p.m.

May 02 & 03, 2000 Beltsville Agricultural Research Center (BARC)
10300 Baltimore Ave., Bldg. 005, Room 21
Beltsville, Maryland
Time: 8:00 a.m. to 4:00 p.m.

August 16 & 17, 2000 1800 M Street, NW
3rd Floor, Waugh Auditorium
Washington, DC
Time: 8:00 a.m. to 4:00 p.m.

TRVL-O-102 Online Travel System

All Online travel training will be held at the GWCC in Beltsville Maryland.

George Washington Carver Center (GWCC)
5601 Sunnyside Ave., Room 2L287
Beltsville, Maryland

TRVL-O-102A One-Day Session:

January 18, 2000	9:00 a.m. - 3:00 p.m.
February 22, 2000	9:00 a.m. - 3:00 p.m.
May 9, 2000	9:00 a.m. - 3:00 p.m.
August 22, 2000	9:00 a.m. - 3:00 p.m.

TRVL-O-102B Two one-half day sessions will be offered on:

January 19, 2000	9:00 a.m. - 11:00 p.m.	<u>or</u>	1:00 - 3:00 p.m.
February 23, 2000	9:00 a.m. - 11:00 p.m.	<u>or</u>	1:00 - 3:00 p.m.
May 10, 2000	9:00 a.m. - 11:00 p.m.	<u>or</u>	1:00 - 3:00 p.m.
August 23, 2000	9:00 a.m. - 11:00 p.m.	<u>or</u>	1:00 - 3:00 p.m.

GWCC: The George Washington Carver Center is located at 5601 Sunnyside Avenue, Beltsville, Maryland. You may take Metro to the Greenbelt metro station. USDA has a shuttle bus that will bring you to the GWCC. The shuttle bus departs every 20 minutes.

The computer training room is in GWCC Building 2 on the lower level. Enter GWCC at the main desk, go left, to the first bank of elevators which is in Building 1. Take the elevator to “LL” (lower level). Exit right from the elevator. Room 2L287 will be on the left side of the corridor as you enter Building 2.

Waugh Auditorium: The Waugh Auditorium is located in the Economic Research Service at 1800 M Street, N.W. Washington D.C. Directions to the Economic Research Service, Waugh Auditorium, can be obtained on the ERS website:

<http://www.econ.ag.gov/AboutERS/directions.htm>

Questions concerning this training schedule should be addressed to the GroupWise or Internet address provided in this bulletin. For additional assistance please contact, Linda Mahoney on 301-504-1307.

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